

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 12**

**March 20, 2002**

**SUBJECT: VEHICLE PURSUIT REVIEW PROCESS - REVISED**

**PURPOSE:** The Department continually takes steps to facilitate effective management oversight of vehicle pursuits to establish command accountability and reduce civil liability. Currently, bureau commanding officers are responsible for reviewing and determining whether vehicle pursuits are within Department policy. However, to ensure consistency in the manner and method in which pursuits are reviewed, the Rampart Board of Inquiry recommended the creation of a centralized review authority for all vehicle pursuits.

This Order establishes the Commanding Officer, Risk Management Group (RMG), as the final review authority for all vehicle pursuits; revises the Vehicle Pursuit Report, Form 1.14.0; and transfers all administrative duties related to tracking and reporting pursuit data to Training Group (TG).

**PROCEDURE:**

**I. VEHICLE PURSUIT REPORT, FORM 1.14.0 - REVISED.** The Vehicle Pursuit Report, Form 1.14.0, has been revised to include a signature block for the Commanding Officer, RMG.

**A. Use of Form.** The use of this form has not changed.

**B. Completion.** Completion of the form is self-explanatory.

**C. Distribution.** The original Vehicle Pursuit Report shall be forwarded to the Commanding Officer, RMG, via the involved officer's chain of command. After disposition by the Commanding Officer, RMG, copies of the report shall be distributed by RMG as follows:

- 1 - Original, RMG.
- 1 - Copy, Commanding Officer, TG.
- 1 - Copy, employee's bureau commanding officer (for distribution to employee's commanding officer).

**3 - TOTAL**

**II. SUPERVISOR'S RESPONSIBILITY.** The supervisor completing the Vehicle Pursuit Report shall include an attached narrative using the following headings:

- \* Incident Overview;
- \* Circumstances of Pursuit Termination;
- \* Additional Units in Pursuit;
- \* Hostage Information;
- \* General Route of Pursuit;
- \* Outside Areas/Agencies Involved;
- \* Injuries/Medical Treatment (to include how the injuries were sustained); and,
- \* Arrest information.

The supervisor conducting the investigation shall not include an opinion or a policy recommendation in the Vehicle Pursuit Report.

**III. WATCH COMMANDER/OFFICER IN CHARGE RESPONSIBILITY.** The involved officer's watch commander/officer in charge shall include his or her insight and a policy recommendation at the end of the supervisor's narrative under a separate heading of "Watch Commander/OIC Evaluation and Insight."

**IV. COMMANDING OFFICER'S RESPONSIBILITY.** The commanding officer of an employee involved in a pursuit shall:

- \* Review all related reports and evidence;
- \* Request the investigating supervisor conduct further investigation, when needed;
- \* Contact subject matter experts (e.g., Emergency Vehicle Operations Center, Training Division), if necessary;
- \* Make a recommendation on the classification;
- \* Sign the Vehicle Pursuit Report;
- \* Forward all related reports to the bureau commanding officer within 10 working days of the pursuit; and,
- \* When final classification has been made by the Commanding Officer, RMG, notify the involved employee of the decision as soon as practicable.

**V. BUREAU COMMANDING OFFICER'S RESPONSIBILITY.** The bureau commanding officer shall:

- \* Review all related reports and, if necessary, evidence;
- \* Request, through the employee's commanding officer, additional information or investigation, when needed;
- \* Make a recommendation on the classification;
- \* Sign the Vehicle Pursuit Report; and,

- \* Submit all related reports to RMG for review within 10 working days of receipt.

**VI. COMMANDING OFFICER, RISK MANAGEMENT GROUP, RESPONSIBILITY.**

The Commanding Officer, Human Resources Bureau, as the Department's Risk Management Coordinator, is ultimately responsible for assessing risk management issues. However, with respect to vehicle pursuits, that responsibility is exercised through the commanding officer, RMG, who shall:

- \* Review the Vehicle Pursuit Report to determine compliance with Department policy and procedure;
- \* Request, through the employee's bureau commanding officer, additional information or investigation, when needed;
- \* Make the final determination on the classification of the pursuit; and,
- \* Maintain the original Vehicle Pursuit Report and distribute copies to TG, and the involved employee's bureau commanding officer within 10 working days of receipt.

Should the Commanding Officer, RMG, classify a pursuit differently than the bureau commanding officer, the Commanding Officer, RMG, shall forward an Intradepartmental Correspondence, Form 15.2, to the employee's commanding officer, via the employee's bureau commanding officer, providing a rationale for that final classification.

**VII. COMMANDING OFFICER, TRAINING GROUP, RESPONSIBILITY.**

The Commanding Officer, TG, shall maintain a system to track and report pursuit-related issues. That system shall include, at a minimum:

- \* Maintaining a copy of all Vehicle Pursuit Reports;
- \* Sending all original State of California, Department of Highway Patrol Pursuit Reports, CHP Form 187, to the California Highway Patrol;
- \* Producing a quarterly report on vehicle pursuit statistics for Departmentwide distribution; and,
- \* Filing and maintaining all Communication Division's vehicle pursuit printouts.

**VIII. TRAINING - DOCUMENTATION.** In cases where formal training is directed as the result of a vehicle pursuit, the training shall be provided by an entity designated by TG.

All other types of training (e.g., divisional training) may be provided at the Area/divisional level. In all cases, the training shall be entered into the Training Management System by the entity providing the training along with the corresponding reference number, which is generally a Division of Records (DR) number.

**IX. ADMINISTRATIVE POLICY REVIEW.** If the bureau commanding officer determines that a vehicle pursuit is out of policy, he/she shall direct the involved employee's commanding officer to initiate a Complaint Form, Form 1.28.0. A copy of the Vehicle Pursuit Report shall be attached to the complaint investigation and the original Vehicle Pursuit Report shall be forwarded to the Commanding Officer, RMG, with a notation indicating that a complaint investigation has been initiated. Upon final adjudication of the complaint, the Commanding Officer, Internal Affairs Group, shall notify RMG of the disposition.

**X. MULTIPLE RISK MANAGEMENT INCIDENTS.** When multiple risk management issues are involved (i.e., pursuit, traffic collision, use of force, and/or a personnel complaint) and adjudication is interdependent, all incidents shall be adjudicated by the same reviewing authority in the following sequence:

- A. Personnel complaint;
- B. Use of force adjudicated by the Use of Force Review Board;
- C. Traffic collision involving death or serious injury (Uniformed Services Group);
- D. Other uses of force or pursuits (RMG); then,
- E. Traffic collisions not involving death or serious injury (USG).

**FORM AVAILABILITY:** The Vehicle Pursuit Report, Form 1.14.0, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days, and will be placed on the Department's Local Area Network (LAN). A copy of the form is attached for duplication and immediate use. The previous version of this form shall be marked obsolete and placed in the divisional recycling bin.

**AMENDMENTS:** This Order deletes Sections 1/555.65 and 1/555.70, amends Section 2/631.30, and adds Section 3/207 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, RMG, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**BERNARD C. PARKS**  
**Chief of Police**

Attachment

**DISTRIBUTION "A"**